

HOW IS TRAINING DOCUMENTED FOR CIVILIAN EMPLOYEES?

1. All training provided to civilian employees must be documented on a DD Form 1556 (or agency approved substitute). When training is completed, the organization's Training Coordinator will forward a copy of the certified DD Form 1556 to the Northeast Civilian Personnel Operations Center (NECPOC). The NECPOC will input appropriate information into the Modern Defense Civilian Personnel Data System (MDCPDS), which is an automated record of civilian training for each employee.
2. The only training which does **not** have to be documented on the DD1556 is:
 - a. Non-mandatory training of less than 8 hours.
 - b. Training in DA correspondence courses. This training is documented via copy of email message student received from the school certifying course completion.
 - c. On-the-job training, i.e., training which is accomplished at the employee's work site by a supervisor or senior employee, to impart knowledge/skill regarding the duties of the job.
 - d. Training employees take on their own time **and** at their own expense.
3. All environmental training, regardless of the length, needs to be documented and kept on file for easy access by the organization's environmental coordinator. Mandatory environmental training and environmental training over 8 hours needs to be documented on the DD1556. Other environmental training may be documented by a certificate or card issued by the trainer – check with your organization's environmental coordinator for clarification.